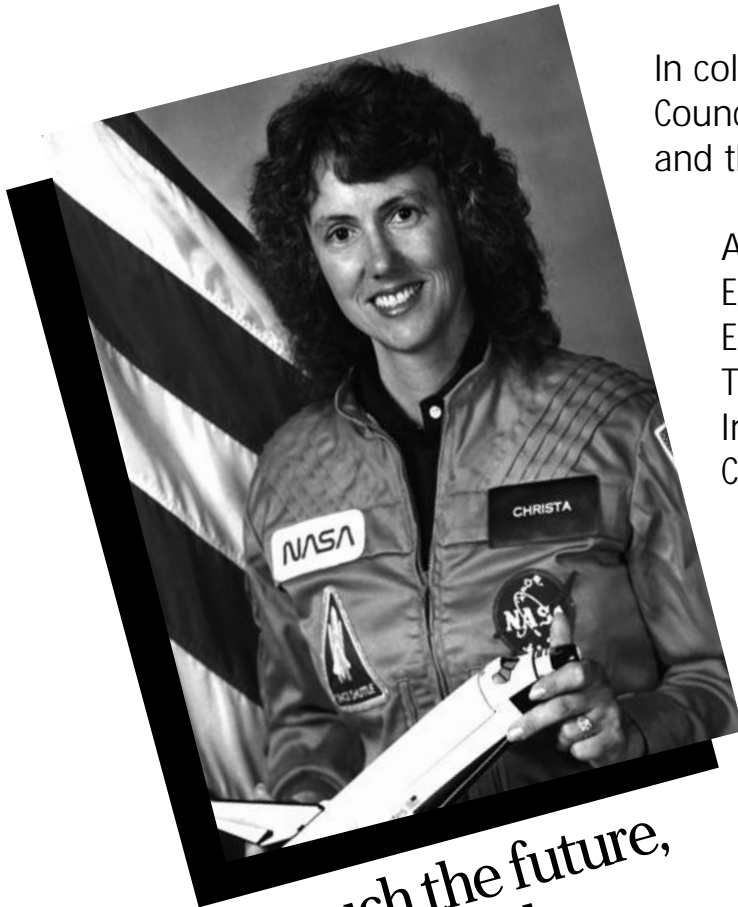


REQUEST FOR APPLICATION CHRISTA McAULIFFE FELLOWSHIP PROGRAM



*Itouch the future,
I teach.*

In collaboration with the
Council of Chief State School Officers
and the Texas Education Agency

Authorized By
Elementary and Secondary
Education Act of 1965,
Title X, Part A - Fund for the
Improvement of Education
CFDA 84.215U

Texas Education Agency



Dated Material
Closing Date: February 28, 1997

RFA #701-97-005

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Background

The Council of Chief State School Officers (CCSSO) has been awarded a five-year grant from the U.S. Department of Education (USDE) to reinstate and manage the Christa McAuliffe Fellowship Program, a federally funded formula grant program to state education agencies, previously administered by the USDE. At the state level, the program will continue to be administered by the Texas Education Agency.

This program honors the memory of the late Christa McAuliffe, the New Hampshire teacher who served as an astronaut on the space shuttle Challenger in January, 1986. The McAuliffe Fellowship Program is a unique state-based recognition program for experienced teachers which results in the development of a product useful to the improvement of classroom instruction. Fellowship activities and projects must be linked to the state's systemic education improvement agenda. All applicants must have at least eight years of teaching experience in elementary or secondary public or private schools.

The products developed by the fellows will be reviewed by a national panel of experts, and the most innovative products will be included in a publication of "best practices." This publication will also be accessible through a website on the Internet. The goal is have the fellows develop "tools" or provide additional capacity that will assist in the development and implementation of their state's systemic education improvement initiatives.

Each Christa McAuliffe fellowship must be focused on one of the following priority areas of the Texas systemic education improvement plan:

1. Reading—Each Texas student should be able to read at grade level by the third grade.
2. Narrowing the Achievement Gap—The level of performance among student groups should continue to be closed.
3. Implementation of Educational Reform—Educators and policy makers must continue to focus on making improvements in educator preparation, educational research and the use of technology to enhance classroom instruction.
4. Increasing Flexibility with Accountability—Texas's designation as an Ed-Flex state allows for innovation through the use of waivers of federal law regarding many educational programs. Ed-Flex waivers should be used to enhance innovation in educational programs.

Ed-Flex waivers allow for local control for federal programs in exchange for improved student performance. The Commissioner of Education has the authority to waive provisions of specific federal programs and certain state laws. Laws which can be waived are Title One, Parts A-D, Titles Two, Four, Six and VII, Part C and Perkins, General Education Provisions, General Administrative Regulations, and Cost Principles. State Laws required by Federal law and any state laws needed to implement Ed-Flex may also be waived. Waivers can be given for up to three years. For more information on applying for Ed-Flex waivers call Madeleine Manigold, Coordinator, Department of School/Community Support at 512/463-9077.

Each Christa McAuliffe fellowship may be used as follows:

1. sabbaticals for study, research, or academic improvement;
2. consultation with or assistance to other school districts or private school systems;
3. development of special innovative programs;
4. projects or partnerships that involve the business community and the schools;
5. programs that incorporate the use and sharing of technologies to help students learn; or
6. expanding or replicating model programs of staff development.

The Christa McAuliffe Fellowship Program will be implemented during the 1997-1998 school year. Applicants should plan for a starting date of no earlier than Monday, September 1, 1997, and an ending date of no later than Monday, August 31, 1998.

Application Requirements

ELIGIBILITY: Applicant must be a full-time public or private school K-12 CLASSROOM teacher in Texas, have completed eight or more years of teaching, and be a citizen or permanent resident of the United States.

SELECTION: Selection will be by a panel of school administrators, teachers, parents, and representatives of institutions of higher education.

AMOUNT OF AWARDS: Applicant should write a proposal for the amount of her/his annual salary for the year of the fellowship. If selected and if proposal is for less than the amount Texas receives, applicant will receive full funding. If project exceeds grant amount, maximum amount available will be received. If an individual receives a fellowship award for less than a school year, such fellowship shall be prorated accordingly.

TAX LIABILITY: The recipient must report this money for federal income tax and social security purposes.

USE OF AWARDS: See complete list on application page.

RESTRICTIONS: A fellowship recipient may not win awards two (2) consecutive years. A fellow must return to a teaching position in the fellow's current school district or private school system for at least two years following the completion of the fellowship.

RECORDS: Each fellow shall keep any records and submit any reports required by the Texas Education Agency, the United States Department of Education, and/or the Council of Chief State School Officers.

REPAYMENT: In the case of fraud, gross noncompliance, failure to carry out the activities described in the approved application or to comply with the service requirement to continue teaching in their current school district for at least two years following the fellowship award, the fellow shall repay all or a prorated portion of the award.

DURATION: Applicant, if selected as the contractor, should plan on a 12 month period starting no earlier than September 1, 1997, contingent on available funds, and an ending date of no later than August 31, 1998. All obligations of funds for activities and services conducted shall occur within these dates.

Conditions for Submission of Application and Other Requirements

In order to be considered for funding, the following conditions will apply to all applicants:

- A. A standard contract, which will incorporate this RFA, the instructions for each schedule, and the approved application as negotiated by the Texas Education Agency will constitute the binding agreement between the parties, and will be issued for the approved applications.
- B. Applications that address only part of the requirements contained in this Request for Application will not be considered for funding.
- C. The Texas Education Agency reserves the right to reject any and all applications and to negotiate portions thereof.
- D. It should be clearly understood that the applicant will not necessarily receive the amount requested, if a lesser amount is determined to be appropriate.
- E. The applicant shall furnish such additional information that the Agency may reasonably require.
- F. Additions or replacements to the application will not be accepted after the closing date for receiving the application in the Document Control Center of the Texas Education Agency.
- G. The Texas Education Agency will not be liable for any costs incurred in the preparation and submittal of the application.
- H. The Federal and State government will have a non-exclusive, nontransferable, irrevocable, royalty-free license to exercise or have exercised for or on behalf of the United States and Texas throughout the world all the exclusive rights provided by copyright.
- I. The applicant must commence and perform project activities according to the timelines described in the application. Failure to do so may result in reduction and reallocation of funds.
- J. The applicant will provide quarterly financial reports on a properly completed and certified State of Texas Purchase Voucher. Reports will be due to the Texas Education Agency as negotiated. Final payment is contingent upon receipt of the final document(s), and the State of Texas Purchase Voucher.
- K. The contractor shall provide two (2) copies of the final evaluation document in the format requested by the Agency to the Texas Education Agency as specified in the contract.
- L. The applicant agrees to complete the scope of work described in the application at the contracted price.
- M. The applicant, if selected to be a Christa McAuliffe Fellow, will be released from teaching responsibilities for up to one school year (if the fellow's proposal requires such release time) without jeopardizing the rights such members would have had without participating in the program.

Instructions

The following is information useful in developing and submitting the application for the Christa McAuliffe Fellowship program. Please note that some of the forms necessary for submission are included in this request for application package, others are to be generated as original documents by the applicant.

The forms and original information are to be submitted in the order outlined below. The page numbers that are noted in this instruction sheet refer to the page numbers included on the printed forms. Page numbers for original documents are not noted.

FORMAT: Typeface—Do not use anything smaller than the size of the typing on this page (10 point). Use 8½" x 11" paper with a minimum of ¾" margin at the top, bottom, and sides of the paper.

Pages 9 and 10 are the completed and signed application forms which consist of the Christa McAuliffe Fellowship Program Application and Professional preparation and Professional experience and Professional activities. If additional pages are needed to list experiences, please insert directly after page 10.

Abstract. An abstract is a summary, or a brief statement of the main ideas or important points of a proposal. This is to be single-spaced, one page, and a maximum of 150 words. Place the title of your proposal at the top of this page. It does not count as words in your abstract. (Forms not provided.)

Project Description. Provide a clear description that includes the main objective, purpose and rationale for choosing this particular project. Describe how and who it will impact. Limit to one page, single-spaced. (Forms not provided.)

Research and Evaluation Activities. Provide a description of the research and evaluation activities that will be conducted or developed to reach your goal. Limit to two pages single-spaced. (Forms not provided.)

Effectiveness and Dissemination. Describe how the effectiveness of the project will be measured and how you will disseminate this program or the knowledge gained. Limit to one page single-spaced. (Forms not provided.)

Educational Benefits. Describe the educational benefits of the proposal. Describe the overall implications of the proposal benefits to recipient, peer teachers and students. Limit to one page single-spaced. (Forms not provided.)

Project Continuity. Provide a brief sketch of how the program or use of knowledge gained will be carried on in the second and third year. Limit to one page single-spaced. (Forms not provided.)

Page 11 and 12 are the budget and budget narrative. The maximum amount of each award is equal to the teacher's annual salary. See sections A and B, Budget Summary and Section C Budget Narrative. (Forms provided.)

Page 13 is a letter of recommendation from your superintendent (Forms provided).

Page 14 is a letter of recommendation from your campus principal (Forms provided).

These two recommendations should address **the local level of support and the quality of the proposal and its educational impact**, not the attributes of the teacher.

Pages 15 and 16 are letters of recommendation from two teaching peers (current or former). These letters are to address the quality of the proposal and its benefits to education (forms provided).

Letter of Recommendation Instructions

- Maximum length one page; typewritten, single-spaced on forms provided.
- Page limitations will be strictly followed. Points will be deducted for pages beyond what was requested.

Budget Instructions

Section A—Budget Summary Section B—Forecasted Cash Needs Section C—Budget Narrative

Section A—Budget Summary

Object Class Categories

- a. Personnel:
 - 1. Salaries, etc.
- b. Fringe Benefits:
 - 1. Ensure that the amount requested includes all allowable fringe benefit costs; i.e., teacher retirement, unemployment, insurance, etc.
- c. Travel:
 - 1. For each item requested, provide a brief description of the purpose and nature of the item. Examples: Travel to conference "...for the purpose of...".
 - 2. Amounts authorized for maximum recovery for travel and per diem costs against this funding source is restricted to those amounts which are approved in the State of Texas Appropriation Bill in effect for the particular funding period.
- d. Equipment:
 - 1. In the Budget Narrative, use generic function related descriptors because of constraints concerning bidding and purchasing rules. Do not list brand names.
 - 2. A list of equipment/furniture requested must be attached to Section C. In addition, describe in Section C how all equipment budgeted on this schedule will be used to accomplish the objectives of the project.
 - 3. The applicant may not purchase more than the quantity approved in the application. If more than the quantity approved is to be purchased, than an amendment must be submitted and approved prior to purchasing any additional units.
- e. Supplies:
 - 1. For each item requested, provide a brief description of the purpose and nature of the item. Itemize all necessary supplies and materials by general supply category, for example, general supplies for printing, instructional materials for workshop, etc. Applicant should remember to make provisions for paper and printing of the required reports.
- f. Contractual:
 - 1. For each line item requested, provide a brief description of the purpose and nature of the item.
- g. Tuition and Fees:
 - 1. Describe the fees, tuition, and fees related to tuition on the Budget Narrative (Section C).
- h. Other:
 - 1. Include all income tax expenses, etc.

Section B—Forecasted Cash Needs

Provides estimates of your quarterly expenses.

Section C—Budget Narrative

On the back of the Budget Summary Sheet should be a detailed explanation of the amounts listed in the budget summary.

NOTE: The fellowship award is considered taxable income and provisions for taxes can be included in your budget in Sections A or C of Budget Summary.

Christa McAuliffe Fellowship Program Application

PLEASE TYPE OR PRINT CLEARLY

NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER	
HOME ADDRESS (Street, City, Zip Code)		HOME TELEPHONE NUMBER ()	
SCHOOL DISTRICT NAME		DISTRICT ADMINISTRATOR	
SCHOOL DISTRICT ADDRESS (Street, City, Zip Code)		DISTRICT TELEPHONE NUMBER () FAX:	
SCHOOL NAME		NAME OF PRINCIPAL	
SCHOOL ADDRESS (Street, City, Zip Code)		SCHOOL TELEPHONE NUMBER () FAX:	
PROJECT DATES (Month, Day, Year)		TOTAL NUMBER OF PARTICIPANTS TO BENEFIT	
BEGINNING	ENDING	STUDENTS	TEACHERS OTHERS (Ex. Community Members)
/ /	/ /		

Type of Fellowships

Fellowships must be focused on one of the following priority areas of the state's systemic education improvement plan:

Check (✓) all that apply:

- ☐ **Reading**—Each Texas student should be able to read at grade level by the third grade.
- ☐ **Narrowing the Achievement Gap**—The level of performance among student groups should continue to be closed.
- ☐ **Implementation of Educational Reform**—Educators and policy makers must continue to focus on making improvements in educator preparation, educational research and the use of technology to enhance classroom instruction.
- ☐ **Increasing Flexibility with Accountability**—Texas' designation as an Ed-Flex state allows for innovation through the use of waivers of federal law regarding many educational programs. Ed-Flex waivers should be used to enhance innovation in educational programs.

Check (✓) all that apply:

- ☐ Sabbatical for study, research, or academic improvement
- ☐ Consultation with or assistance to other school districts or private school systems
- ☐ Development of innovative programs
- ☐ Projects or partnerships that involve the business community and the schools
- ☐ Programs that incorporate the use and the sharing of technologies to help students learn
- ☐ Expanding or replicating model programs of staff development

Certifications/Signatures

I HEREBY CERTIFY that:

- ☐ I will meet all requirements and regulations of the Christa McAuliffe Fellowship Program.
- ☐ I am not in default of any Federal loans.
- ☐ I have completed eight or more years as a full-time public or private school teacher.
- ☐ I will return to a teaching position in my school district for at least two years following completion of my fellowship.
- ☐ I understand that the Fellowship is taxable income.
- ☐ I will submit financial and project reports as required.
- ☐ I understand that if the Fellowship project is not completed satisfactorily, repayment of monies granted may be required.
- ☐ I give permission for my name and/or picture to be used for any publicity releases connected with the Christa McAuliffe program... ☐ yes ☐ no.
- ☐ I give permission for my yearly salary total to be confirmed with my school district.

Signature of Applicant: _____ Date Signed: _____

Should the above named teacher be a recipient of the Christa McAuliffe Fellowship, representatives of the above named school district will work with him/her by providing appropriate release time as requested by the proposal and facilitate this proposal without jeopardizing the rights such teachers would have had without participating in the program.

Signature of School Superintendent: _____ Date Signed: _____

School/Campus Principal: _____ Date Signed: _____

Return 7 sets of the application with original signatures to:

Texas Education Agency
William B. Travis Bldg.
Document Control Center, Room 6-108
1701 North Congress Avenue
Austin, Texas 78701-1494

RFA #701-97-005

Professional preparation • Professional experience • Professional activities

➤ FOR ALL SECTIONS, ATTACH ADDITIONAL PAGES AND MARK ACCORDINGLY!

Professional Preparation		
Dates <i>(Most recent first)</i>	School and Location	Degree
Professional Experience in Education		
Dates <i>(Most recent first)</i>	School and Location	Position, Subject/Grades Taught <i>(List main responsibility)</i>
Professional Activities		
Dates <i>(Most recent first)</i>	Professional Organization —Involvement at local, state, national level. Publications, Presentations —Involvement at local, state, national level. <i>(List dates with most recent first)</i>	

DETACH AND RETURN WITH SHEET 10.

Section A—Budget Summary

☐ Budget

☐ Expenditures

1. Object of Categories	PROGRAM ACTIVITIES						TOTAL
	1. Sabbatical	2. Consultation	3. Innovation	4. Business/School Projects/Partnerships	5. Technology	6. Staff Development Programs Expansion/Replication	
a. Personnel	\$	\$	\$	\$	\$	\$	\$
b. Fringe Benefits							
c. Travel							
d. Equipment							
e. Supplies							
f. Contractual							
g. Tuition and Fees							
h. Other (Taxes)							
i. Totals	\$	\$	\$	\$	\$	\$	\$

Section B—Forecasted Cash Needs for 1995-96

	TOTAL	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
1. Federal	\$	\$	\$	\$	\$	\$

Section C—Budget Narrative

The Budget Narrative is a detailed explanation of the amounts listed in the Budget Summary.

DETACH AND RETURN SHEET

Letter of Recommendation from Current Superintendent
(Limit to this page)

Name of Applicant: _____

SS # _____

Title of Proposal: _____

Typed Name of Superintendent: _____

Typed Name of District: _____

Should the above named teacher be awarded the Christa McAuliffe Fellowship, the above named superintendent and school district will work with him or her by providing appropriate release time as requested by the applicant to implement and facilitate this project without jeopardizing the rights such teacher would have had without participating in the program.

Superintendent Signature: _____

District/Campus: _____

Telephone Number: () _____

DETACH AND RETURN SHEET

Letter of Recommendation from Current Principal
(Limit to this page)

Name of Applicant: _____

SS # _____

Title of Proposal: _____

Typed Name of Principal: _____

Typed Name of District: _____

Should the above named teacher be awarded the Christa McAuliffe Fellowship, the above named principal and school district will work with him or her by providing appropriate release time as requested by the applicant to implement and facilitate this project without jeopardizing the rights such teacher would have had without participating in the program.

Principal Signature: _____

District/Campus: _____

Telephone Number: () _____

DETACH AND RETURN SHEET

Letter of Recommendation from Teacher 1
(Limit to this page)

Name of Applicant: _____

SS # _____

Title of Proposal: _____

Typed Name of Teacher: _____

Typed Name of District: _____

Teacher Signature: _____

District/Campus: _____

Telephone Number: () _____

DETACH AND RETURN SHEET

Letter of Recommendation from Teacher 2
(Limit to this page)

Name of Applicant: _____

SS # _____

Title of Proposal: _____

Typed Name of Teacher: _____

Typed Name of District: _____

Teacher Signature: _____

District/Campus: _____

Telephone Number: () _____

DETACH AND RETURN SHEET

Program Funding Information

The following is provided in compliance with the Department of Education Appropriations Act:

- a. Total funds available for this project: To be announced.
- b. Percentage which will be financed with federal funds: 100%
- c. Amount of federal funds: To be announced.
- d. Percentage which will be financed from nonfederal sources: 0
- e. Amount of nonfederal funds: 0

Procedures for Submitting Application

To be eligible to be considered for funding, applications must be **received** in the Texas Education Agency's Document Control Center on or before 5:00 p.m. (Central Standard Time) on the closing date as specified on the front cover of this Request for Application (**February 28, 1997**). **In establishing the time and date of receipt, the Commissioner of Education will rely solely on the time-date stamp of the Document Control Center.**

Regardless of the method of submitting the application—U.S. Postal Service, United Parcel Service, Federal Express, Purolator, or any other delivery service—**THE APPLICATION MUST BE RECEIVED IN THE AGENCY'S DOCUMENT CONTROL CENTER BY 5:00 P.M. ON OR BEFORE THE CLOSING DATE IN ORDER TO BE CONSIDERED FOR FUNDING.**

Note: *The Texas Education Agency WILL NOT accept a U.S. Postal Service postmark and/or round validation stamp, mail receipt with the date of mailing stamped by the U.S. Postal Service, a dated shipping label, invoice or receipt from a commercial carrier, or any other documentation as proof of receipt of any application. Applicants are advised that the Texas Education Agency assumes no responsibility due to any circumstances, for the receipt of an application after the deadline time and date established in the RFA.*

Document Control Center

The Texas Education Agency's Document Control Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. **Applications will not be accepted nor considered for funding if received in the Document Control Center after 5:00 p.m. on the closing date.**

The Document Control Center is located on the sixth floor of the William B. Travis Building, 1701 North Congress (at 17th Street and North Congress, two blocks north of the capitol) in Room 6-108, Austin, Texas 78701-1494. Call (512)463-9304 for delivery information. The mailing address is:

Document Control Center, Room 6-108
Texas Education Agency
William B. Travis Building
1701 North Congress Avenue
Austin, Texas 78701-1494

For information about the application, contact Olga Garza, State Coordinator, Christa McAuliffe Fellowship Program at (512)463-6448. For information regarding Ed-Flex, contact Madeleine Manigold at (512)463-9077.

Selection Criteria

Rating System: Applications will be rated and reviewed on the following point system:

50 points	Proposal—Abstract and project description
25 points	Research/Evaluation/Dissemination and Educational Benefits of Proposal
10 points	Professional Education, Experience in Education and Professional Activities
10 points	Budget
5 points	Letters of Support

Check List

ALL DOCUMENTS MUST COME AT ONE TIME AND MUST BE RECEIVED BY FEBRUARY 28, 1997.

The original and seven copies must be in sequential order. Number the pages according to the description below.

- ☐ Application and documentation of professional preparation, experience and activities (forms included pages 9 and 10).
- ☐ Abstract—one page maximum 150 words, single-spaced.
- ☐ Project description—one page single-spaced.
- ☐ Research and/or evaluation-maximum 2 pages single-spaced.
- ☐ Effectiveness and dissemination of project-1 page single-spaced.
- ☐ Educational benefits—1 page single-spaced.
- ☐ Project continuity—sketch of project for 2nd and 3rd year—1 page single-spaced.
- ☐ Budget (forms included pages 11 and 12).
- ☐ Superintendent's letter (form included page 13).
- ☐ Principal's letter (form included page 14).
- ☐ Letters from 2 teaching peers (forms included pages 15 and 16).

Include only accepted number of pages. Page limitations will be followed. Points will be subtracted for any pages over those listed above.

All documents are to be sent at the same time. Original on the top of the stack, seven duplicate copies, each stapled in upper left hand corner.

Facsimile transmissions (FAX) of applications **will not be accepted** under any circumstances.

**Texas Education Agency
William B. Travis Building
Document Control Center, Room 6-108
1701 North Congress Avenue
Austin, Texas 78701-1494**

This will acknowledge receipt of your application submitted under the Request for Application or Christa McAuliffe Fellowship Program numbered RFA #701-97-005.

Please reference the Document Control Number shown below in all correspondence regarding this application.

Document Control Number (Assigned by TEA)

Application Title (To be completed by applicant)

Applicant's Contact Person (To be completed by applicant)

CUT ALONG BROKEN LINE AND ATTACH TO FIRST COPY OF APPLICATION

Application Receipt Acknowledgment

This postcard is provided to expedite the notification of receipt of your application in the Texas Education Agency's Document Control Center. Cut out and self-address this postcard so that it will be returned to the proper person at your organization. Indicate any information that would be helpful to you in identifying this application.

Attach the postcard to the first copy of your application. This postcard will be returned to you with the Document Control Number that will be assigned by the Texas Education Agency.

If you fail to receive this notification of receipt of your application within fifteen (15) days from the date you mailed the application, call:

Texas Education Agency
Document Control Center
(512) 463-9304

Division No. 180
Texas Education Agency
William B. Travis Building
Document Control Center
1701 North Congress Avenue
Austin, Texas 78701-1494

Division No. 180
Texas Education Agency
William B. Travis Building
Document Control Center
1701 North Congress Avenue
Austin, Texas 78701-1494

To:

**DATED MATERIAL—OPEN IMMEDIATELY
FIRST CLASS**